

**WE ENCOURAGE YOU TO CHECK-IN WITH
A FRIENDS OF SUFFIELD [FOS] MEMBER TO
GET YOUR WELCOME PACKET**

THE BOOTH WELCOME PACKETS INCLUDE
INFORMATION WE EXPECT TO BE USEFUL BASED
ON YOUR PRIOR FEEDBACK, SUCH AS MAPS, FOOD
LIST, NEXT YEAR'S APPLICATION, SURVEY, AND
AUCTION FORM

2021 SOTG & Craft Fair Rules and Guidelines

Times:

• Fair Times -	Saturday	10:00 am to 5:00 pm
	Sunday	11:00 am to 4:00 pm
• Set Up -	Friday	4:00 pm to 7:00 pm
	Saturday	7:00 am to 9:00 am
• Take Down -	Sunday	4:00 pm to 5:30 pm

Booth Spaces:

- There are 3 greens (South, Middle, and North).
- To find your booth space, booth numbers will be spray painted on the grass (example "M100").
- Please remember the booth spaces are only 12 feet by 12 feet. Please limit your displays to this assigned space for safety reasons.

Vehicles:

- All vehicles must be removed from the fairgrounds ½ hour before the fair opens
- **NO vehicles** will be allowed on the fairgrounds during business hours of the fair
- Parking is allowed at the Suffield Middle School parking lot (350 Mountain Road). A shuttle bus will provide transportation from the Mountain Road parking lot to the Green during the hours the fair is open to the public and 1 hour prior to opening and 1 hour following closing. Pick up/drop off locations are marked by blue balloons. It is a free service.

Security:

- No security on Friday night.
- Security is provided on Saturday night.
- Security personnel and Friends of Suffield are not responsible for any items left in your booth.

Electrical Cords:

- If you are running an extension cord to your booth, please remember to cover the cords so no one can trip over them per stated on our application.

Booth Staffing:

- All groups/organizations must have an adult present in the booth at all times.
- If you need a break, flag down a Friends of Suffield member (wearing the blue FOS shirt)

Food, Garbage, and Bathrooms:

- Food is primarily on the South Green. A list of all organizations selling food can be found on our website and in the welcome packet you receive.
- Garbage cans are all around the greens. A big dumpster is on the South Green. Please help us keep the greens clean and police your area daily.
- Bathrooms are on the South and North Greens only.

Locating a Friends of Suffield Member:

- If you need to talk to a member of Friends of Suffield and you cannot find someone wearing a blue Friends of Suffield shirt in your area, we have a booth on the north green. There is always someone there to answer questions.
- You can also look on Friends of Suffield website for current member in charge and their cell phone number.

Additional Advertisement Option:

- Fill out a Silent Auction Form with a description of your item and booth number and drop off the donation to the FOS tent Friday night or Saturday by 9am. We can send people your way as they look at your work with interest at our tent! We will raffle off all items at end of show. Proceeds to benefit town via grants by FOS. Silent Auction form is attached to this email and available on our website, www.friendsofsuffield.org